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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL RESEARCH ADMINISTRATION  
BUREAU OF AGRICULTURAL AND INDUSTRIAL CHEMISTRY  
WASHINGTON 25, D. C.

February 16, 1953

BUREAU MEMORANDUM 417, Supplement No. 1

Outline of Procedures and Responsibilities for Cooperative Agreements,  
Memorandums of Understanding and Informal Memorandums of Understanding.  
(Delegation of Authority for Execution of Informal Memorandums  
of Understanding)

TO DIRECTORS OF REGIONS:

Pursuant to discussions at the Bureau Research Council Meeting, October 8-14, 1952, authority for the execution of Informal Memorandums of Understanding is hereby delegated to the four Regional Directors. In the absence of Regional Directors, Acting Regional Directors are authorized to sign such documents.

The following procedure will be followed in the use of this authority:

- (a) Informal Memorandums of Understanding must conform as to subject matter, policy and definition to that contained in the procedure outlined in Bureau Memorandum No. 417, dated July 11, 1949.
- (b) All Informal Memorandums of Understanding shall fall within the scope of an approved line project.
- (c) Informal Memorandums of Understanding will be prepared in accordance with outlines contained in the cited Bureau Memorandum except that Paragraph No. 5 entitled "Basis of Cooperation" on Page 18 of Bureau Memorandum No. 417 shall be included among the standard paragraphs of all Informal Memorandums of Understanding.
- (d) All Informal Memorandums of Understanding shall be cleared in writing as to legal sufficiency by the Regional Attorney of the Office of the Solicitor located in the following areas:

Laboratory

Regional Attorney

Northern Regional Research Laboratory  
825 North University Street  
Peoria, Illinois

Regional Attorney  
Office of the Solicitor  
U. S. Department of Agriculture  
79 West Monroe Street - Suite 805  
Chicago, Illinois



Laboratory

Regional Attorney

Southern Regional Research Laboratory  
2100 Robert E. Lee Boulevard  
New Orleans, Louisiana

Regional Attorney  
Office of the Solicitor  
U. S. Department of Agriculture  
326 Federal Building  
Little Rock, Arkansas

Eastern Regional Research Laboratory  
Chestnut Hill Station  
Wyndmoor (Philadelphia), Penna.

Regional Attorney  
Office of the Solicitor  
U. S. Department of Agriculture  
632 Bankers Securities Building  
Philadelphia, Penna.

Western Regional Research Laboratory  
800 Buchanan Street  
Albany, California

Regional Attorney  
Office of the Solicitor  
U. S. Department of Agriculture  
216 Federal Office Building  
Civic Center  
San Francisco, California

- (e) After clearance in writing by the Regional Attorney of the Office of the Solicitor, the agreement shall be sent to the cooperator for signature.
- (f) Upon receipt of the signed agreement from the cooperator, it will be executed by the Regional Director or in his absence, the Acting Regional Director.
- (g) The original signed agreement will be maintained at the Regional Research Laboratory. Photostat copies will be made promptly and distributed as follows:

- 1 copy to the cooperator
- 2 copies for the Office of the Chief of Bureau
- 1 copy to each of the Regional Research Laboratories

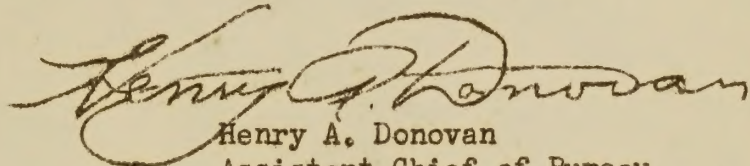
- (h) There shall be a clear indication in the memorandum of transmittal to the Office of the Chief of Bureau of the Research Line Project on which the work covered by the agreement is based.
- (i) Upon receipt of copies of the Informal Memorandum of Understanding in the Office of the Chief of Bureau as provided in Paragraph (g), one copy of the agreement will be placed in the official agreement file of the Bureau. The remaining copy shall be circulated as follows:

- 1. Mr. Detwiler (for project verification)
- 2. Subject matter Assistant Chief
- 3. Mr. Donovan
- 4. Dr. Hilbert
- 5. Mr. Adams



Any comments with regard to format, subject matter or Research Line Project shall be brought to the attention of the Assistant Chief of Bureau for Administration who will take whatever action is deemed proper in the particular case.

- (j) Renewals of Informal Memorandums of Understanding should be infrequent, but in the event they are required, the format illustrated on Page 26 of Bureau Memorandum No. 417 should be followed except that approval of renewals will no longer be signed by the Chief of Bureau. Photostat copies of all renewal documents should be prepared by the Regional Research Laboratories and distributed as indicated in Paragraph (g) above.
- (k) Bureau Memorandum No. 417 of July 11, 1949, is modified in accordance with this supplement.

  
Henry A. Donovan  
Assistant Chief of Bureau

Any documents or reports...  
Procedures shall be brought to the attention of the Assistant Chief of  
Bureau for Administration and will take whatever action is deemed  
proper for the particular case.

(1) Reports of Laboratory Memoranda of Understanding should be in-  
cluded in the event they are required, the format should  
be stated on page 26 of Bureau Memorandum No. 117 should be followed  
except where approval of reference will be taken by the  
Chief of Bureau. Reports of all research projects should  
be prepared by the National Research Administration and distributed  
as indicated in paragraph (2) above.

Approved: \_\_\_\_\_  
Special Agent in Charge

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*[Signature]*  
Henry A. Donovan  
Assistant Chief of Bureau